

PAYROLL AND EMPLOYEE SERVICES

Manager Processes – Extend a Temporary Contract Guidance

Contents

1 - Introduction	3
2 - What is the Manager Processes Module?	3
3 – Accessing MyPeople Establishment Changes	3
4 – Notifying PES to Extend a Temporary Contract	5
5 - Help and Guidance	9

1 - Introduction

This document is a guide to using the **MyPeople Establishment Changes** Managers Processes Module to **Extend a Temporary Contract**. The module enables managers to submit these establishment control changes via MyView dashboard.

2 - What is the Manager Processes Module?

Manager processes within MyView Dashboard will allow managers to submit establishment changes efficiently, improve management information reporting and monitoring of establishment changes.

3 – Accessing MyPeople Establishment Changes

Managers can submit various establishment control changes via MyView.

Durham teamy Cause	0			Employee Search	٩	Welcome,	Account ~	🖒 Sign Out
ME MY PEOPLE	R Team Selector							
Not Selected	Team Selector							
Manager Actions	STANDARD TEAM SELECTOR VIEW							
Submit Employee Absence	Search by team member name		Filters					
Employee Absence Calendar	Enter Name	٩	Direct Reports		~			
Delegations							Clear se	arch
View Employee Personal Details								
Manager Processes ~	Filter by surname							
MyWorkforce	All A B C D E F	GH	I J K L	MNOI	Q		U V W X	Y. 2
MyPeople Reporting Changes			(e)	MINIMISE ~				
MyPeople Guidance	Direct Reports for					Showing	7 results (0 vacant) / (0 Selected
MuPonnio Establishmont				6201	1-2019 7al	is UK Limited All	rights reserved. No unau	thorised scress

To access the forms, log in to MyView and select the MyPeople Menu Screen

From the left-hand menu panel, select MyPeople Establishment Changes

	Durham 🔯	i				۹	Welcome,	Account ~	Ċ Sign Out
	Not Selected	* Team Selector							
	Manager Actions Submit Employee Absence	STANDARD TEAM SELECTOR VIEW							
	Employee Absence Calendar	Search by team member name Enter Name	Q	Filters Direct Reports		~			
	Delegations View Employee Personal Details							Clear se	arch
	Manager Processes v MyWorkforce	Filter by surname	GН	TJKL	MNO	PQ		U V W X	YZ
	MyPeople Reporting Changes				MINIMISE ~				
ζ	MyPeople Establishment Changes	Direct Reports for			¢2	011-2019 Zel		7 results (0 vacant) / (_

A list of processes will then be available for you to complete and submit to Payroll and Employee Services.

Purham 🚭	(i) Employee South	Q
ME MY PEOPLE	A > Team Selector > MyPeople Establishment Changes	
Not Selected	MyPeople Establishment Changes	
- Not Selected	MyViewGuidance	
Manager Actions	Welcome to MyPeople Establishment Changes!	
MyPeople Absence 🗸 🗸	The Council is committed to providing value for money through managing its people and resources effectively. In order to achieve this, the Council operates a process of Establishment	Control.
Delegations	Managers can submit various establishment control changes via the relevant forms below.	
View Employee Personal Details	Should you have any issues, please email the Payroll and Employee Services (PES) Team according to service grouping below:	
Manager Processes	PESreg@durham.gov.uk PESresources@durham.gov.uk PESrecodinam.gov.uk	
MyWorkforce	PESincegournamgovak PESinta@durham.govak PESisyo@durham.govak	
	Any genetic MyView enguiries should be directed to MyView@durham.gov.uk.	
MyPeople Reporting Changes		
MyPeople Guidance	Processes	
MyPeople Form History	Notify PES of a leaser from the Council	
MyPeople Establishment Changes	Notify PES - Permanent change of hours	
RRS Reports	Notify PES - Temporary change of hours	
Organisation Module TEST	Notify PES - Extend a temporary contract	
MyPeople Onboarding Checklist	Notify PES - Arrange honoraria payment	
Totara e-learning	Notify PES - Permanent change of grade	
Cohort	Notify PES - Temporary change of grade Notify PES - Permindrange or grade	
ebulk	Notify PES - Temp change wooks worked	
		63

4 – Notifying PES to Extend a Temporary Contract

The manager will be required to notify Payroll and Employee Services to extend a temporary contract via MyView Dashboard.

In order to extend a temporary contract, select **Notify PES – Extend a temporary contract** from the processes menu list

Durham 🏭	(?	Employee Search	٩	Welcome, CARLY	Account ~	🕈 Sign Out
ME MY PEOPLE	PEScyps@durham.gov.uk					
•	Any generic MyView enquiries should be directed to My	yView⊜durham.gov.uk.				
Not Selected	Processes					
Manager Actions	Notify PES of a leaver from the Council					
MyPeople Absence ~	Notify PES - Permanent change of hours					
Delegations	Notity PES - Temporary change of hours					
View Employee Personal Details	Notify PES - Extend a temporary contract					
Manager Processes ~	Notify PES - Arrange honoraria payment					
MyWorkforce	Notify PES - Temporary change of grade					
MyPeople Reporting Changes	Notify PES - Permanent change of grade Notify PES - Temp change weeks worked					
MyPeople Guidance	Notify PES - Perm change weeks worked					
MyPeople Form History						
MuDevelo Fetshishmont .			62011/2	020 Zulia LIK Limited All	eletter researched Ministein	theories of a second

This screen will display all employees within your team. Select the employee that you are extending the contract for and click **next**

ME MY PEOPLE	MyView Guidance								
HIL HITCOLD	Welcome to MyPeople Establishment Changes!								
Not Selected	The Council is committed to providing value for money thro	ugh managing its people and resources	effectively. In order to achieve this, the Council operates a process o	f Establishment Control.					
INOU Selected	Managers can submit various establishment control change	s via the relevant forms below.							
Manager Actions	Should you have any issues, please email the Payroll and Em	you have any issues, please email the Payroll and Employee Services (PES) Team according to service grouping below:							
MyPeople Absence	PESreg@durham.gov.uk PESresources@durham.gov.uk								
Delegations	PESncc@durham.gov.uk PESahs@durham.gov.uk								
	PEScyps@durham.gov.uk								
View Employee Personal Details	Any generic MyView enquiries should be directed to MyVie	w@durham.gov.uk.							
Manager Processes ~									
MyWorkforce					Save				
MyPeople Reporting Changes									
MyPeople Guidance	Search								
MyPeople Form History	Search for Employee								
MyPeople Establishment Changes									
RRS Reports	Employee Name	Employee Number	Post	Employee Information					
Organisation Module TEST	State of the state	651506	Human Resources Officer (0075233)						
MyPeople Onboarding Checklist	ADAMS JENNY MS	923509	Human Resources Officer (0075231)						
	O JOHNSTONE PETER MIK	102836	PES Team Leader (0075228)						
Totara e-learning									
Cohort	Previous			Next Save	Submit				

Post detail will be pre-populated, unless the employee has two posts – in which case please select the post to which the contract extension is being applied. Select the change reason from the drop down, and choose the effective date.

Post – eForm – Attachme	nts – Complete	
Post Holding		
Post	PES Support Officer (0075277)	~
*Change Reason	Select Extend Temporary Contract (EXTEND)	
-Effective Date		
-Position Status	Full Time (FT)	~
*Post Occupancy	Substantive Post - Temporary (SUBTE)	~

At this stage, if the employee occupies this post on a **substantive** basis (e.g. Post Occupancy = Substantive Post) then you should record the revised contract end date in the **Substantive Post Temporary Contract - End Date** field.

If the employee occupies this post on a **non-substantive basis** (e.g. Post Occupancy = Non-Substantive Post.) then you should record the revised contract end date in the **Non-Substantive Post End Date** field.

Position Status	Full Time (FT)	× /
*Post Occupancy	Substantive Post - Temporary (SUBTE)	\sim
Substantive Post Temporary Contract - End Date	31/03/2021	凿
User Defined Fields		
Non-Substantive Post End Date		

Click Next.

On this next screen enter the reason for extension (Please note that all fields marked with an Asterix (*) are mandatory).

分 Yeam Selector > MyPeople Establishment Changes		
Post - eForm - Attachments - Complete		
eForm		
eForms : "Extend Temp Contract - Additional Info		
Extend Temp Contract - Additional In	ıfo	
Extend Temp Contract - Additional Info		
-Reason for extansion	\supset	
Comments	Ĵ	
Previous Cancel		Next Save Submit

There is also a free text comments box at the bottom of the form if there is any additional information you wish to provide to Payroll and Employee Services regarding the request. Once the form is populated click **next**

You can now upload any documents that you wish to add, click upload a new document and follow the steps (if you do not need to attach a document, click next) once uploaded click **next**

	v.		
ME	MY PEOPLE	Team Selector > MyPeople Establishment Changes	
Not Sele	ected	Save Cancel	^
Manager Actions		Post - eform - Attachments - Complete	
Submit Employee Abse	ence		1
Employee Absence Cal	lendar	Attachments	
Delegations		Story York	
View Employee Person	nal Details	 4 a de se desenvel i) àfairal e new docament 	
Manager Processes	v		
MyWorkforce			
MyPeople Guidance			
MyPeople Establishme	nt Changes		
			I
		Previous Cancel Next Save Submit	

At this stage, click **Submit** to issue the Extend a Temporary Contract notification to the Payroll and Employee Services team.

A pop up will appear for you to confirm the submission of the form. Click **OK**



You will receive confirmation by email that your request has been submitted to Payroll and Employee Services.

At this stage, notification of the request will also be issued to Senior Management, and HR Advice and Support and Finance teams.

However - please note that these requests will **not be authorised** by Finance, Senior Managers or HR Advice & Support.

Any requests with a budget implication should be discussed with Finance and confirmed that budget is available prior to submission.

Click Close to return to the MyPeople Establishment Changes menu.

Durham County Count					٩	Welcome,	Account ~	එ Sign Out
ME MY	PEOPLE	☆ > Team Selector > My	People Establishment Changes					
Not Selected	d	~	Your request has now been submitted to Payroll and Employee Services.					
Manager Actions		•						
Submit Employee Absence								
Employee Absence Calenda	ar							Close
Delegations								
View Employee Personal De	etails							
Manager Processes	~							
MyWorkforce								
MyPeople Reporting Chang	ges							
MyPeople Guidance								
MyPeople Establishment Ch	hanges							
				© 2011	-2019 Zelli	s UK Limited. All	rights reserved. No unau	thorised access.

Your Request Form will sit in the **Submitted** menu list. There is also an **Open**, **Withdrawn**, and **Authorised** menu list.

Processes
Notify PES of a leaver from the Council
Notify PES - Permanent change of hours
Notify PES - Temporary change of hours
Notify PES - Extend a temporary contract
Notify PES - Arrange honoraria payment
Notify PES - Permanent change of grade
Notify PES - Temporary change of grade
Notify PES - Perm change weeks worked
Notify PES - Temp change weeks worked
Open
Submitted
Authorised

Once the Payroll and Employee Services Team have authorised your request, your Form will move to the **Authorised** menu list, you will also receive an e-mail to inform you that the request has been authorised by Payroll and Employee Services.

5 - Help and Guidance

If you require any further system support, we have a dedicated MyView team who will be happy to help. Please feel free to contact us on 03000 269919. Alternatively, you can e-mail us on MyView@durham.gov.uk